

Commonwealth of Massachusetts

**Executive Office of Public Safety
Programs Division**

**Juvenile Accountability Incentive Block Grant
Program**

Federal Grant Application

**Argeo Paul Cellucci
Governor**

**Jane Perlov
Secretary of Public Safety**

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Lieutenant Governor**

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**Executive Office of Public Safety Programs Division
One Ashburton Place
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Commonwealth of Massachusetts
Executive Office of Public Safety Programs Division
Application for the Juvenile Accountability Incentive Block Grant
(JAIBG) Program

Overview

The Commonwealth of Massachusetts has received a federal block grant from the Office of Juvenile Justice and Delinquency Prevention to develop programs that promote greater accountability in the juvenile justice system. The goals of the program are to reduce juvenile delinquency, improve the juvenile justice system, and increase accountability for juvenile offenders. The Executive Office of Public Safety is the designated state agency to receive and administer the federal funds. A total of \$2,000,000 has been set aside for District Attorney's Offices across the Commonwealth. A cash match, equal to 10% of the total project cost, is required. Funds must be spent in one or more of the twelve Purpose Areas that are listed below.

Eligible JAIBG Purpose Areas:

1. Building, expanding, renovating or operating temporary or permanent juvenile detention or correctional facilities, including training of correctional personnel;
2. Developing and administering accountability-based sanctions programs for juvenile offenders;
3. Hiring additional juvenile judges, probation officers, and court-appointed defenders, and funding pretrial services, to ensure the smooth and expeditious administration of the juvenile justice system;
4. Hiring additional prosecutors, so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced;
5. Funding to enable prosecutors to address drug, gang, and youth violence problems more effectively;
6. Funding for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders;
7. Funding to enable juvenile courts and juvenile probation offices to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism;
8. Establishing court-based juvenile justice programs that target young firearms offenders through the establishment of juvenile gun courts for the adjudication and prosecution of juvenile firearms offenders;
9. Establishing drug court programs for juveniles so as to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to provide the integrated administration of other sanctions and services;

10. Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice system, schools, and social service agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts;
11. Establishing and maintaining accountability-based programs that work with juvenile offender who are referred by law enforcement agencies, or which are designed in cooperation with law enforcement officials, to protect students and school personnel from drug, gang, and youth violence.
12. Implementing a policy of controlled substance testing for appropriate categories of juveniles within the juvenile justice system.

Cash Match Requirement

The JAIBG program provides that federal funds may not exceed 90% of total program costs. Matching contributions need not be applied at the exact time or in proportion to the obligation of federal funds. However, the full match amount must be provided and obligated by the end of the project period.

Cash Match Computation

The recipient of a JAIBG award must contribute (in the form of a cash match) 10% of the total program cost (other than costs of construction of permanent corrections facilities, which requires a 50% match). The total program cost is made up of the federal award amount and the cash match. For example, if the federal award is \$80,000, the calculation of the match requirement is as follows:

1. Convert the federal award amount percentage to a fraction (i.e., $90\% = 9/10$).
2. Invert the fraction from $9/10$ to $10/9$.
3. Multiply the federal award amount by the numerator (i.e., $\$80,000 \times 10$).
4. Divide the result by the denominator to determine the total program cost (i.e., $\$800,000/9 = \$88,889$).
5. Subtract the amount of the federal award from the total program cost to determine the cash match (i.e., $\$88,889 - \$80,000 = \$8,889$).

Allowable Sources of Match

Allowable sources of cash match under the JAIBG program are as follows:

- Funds from states and units of local government;
- Housing and Community Development Act of 1974;
- Appalachian Regional Development Act;
- Equitable Sharing Program, a federal asset forfeiture distribution program to state and local officials; and
- Private funds.

Project Period:

October 1, 2000 – September 30, 2001 (If you do not request an extension of the previous year's project period, then your project period for the second year of funding will be July 1, 2000-June 30, 2001).

Application Components

1. ***Past Progress*** (two pages) - This section requires a description of the project's progress since its inception, including successful and unsuccessful programmatic milestones. Please indicate the date by which program operation began, and the reasons for any delays. Describe your progress toward achieving the original goals, any program modifications, and include specific data measuring the success of the project's past performance.

For each purpose area that you address, you must provide the following information:

2. ***Program Description*** (one page) - Provide a short narrative description of the proposed project. This summary should include:
 - A description of the activities to be carried out;
 - The anticipated number of clients the project will serve;
 - The geographical location where the project will take place; and
 - The number and type of staff to be supported with requested funds.
3. ***Justification*** (two pages)
 - A description of the current situation and needs assessment; and
 - Provide data to identify the scope of the existing juvenile crime problem.
4. ***Goals and Objectives*** (two pages)
 - **Goals** - Your goals should state, *in general terms*, what you hope to accomplish with the grant. *In stating your goals, be careful to describe the desired end and not the means to the end.* That is, goals should represent the intended results of your initiative and not the programs or activities you will implement to achieve those results.
 - **Objectives (Related to Goals)** - Identify the specific operational objectives associated with the goals of your program. These objectives should include ***measurable results*** related to your overall goals. State your objectives in concrete terms. *Specify who or what will change, by how*

much, and over what period of time. The more specific your objectives are, the easier it will be to tell if your program has achieved them.

5. ***Implementation Plan and Timeline*** (one page) - This section should provide a detailed description of the basic project operations. For each objective, please provide the following information:
 - A detailed description of the activities to be carried out;
 - Identification of project personnel involved and their duties; and
 - A description of how long it will take to complete each activity with specific start and end dates.
6. ***Evaluation*** (one page) – List the criteria and methods by which the success of your JAIBG program will be measured and timetable for the evaluation.
7. ***Budget Narrative*** (one page) and 8. ***Budget Formulation Worksheet*** – Indicate the amount of grant funds requested and the matching amount by line item. The budget items must correspond to the activities in the narrative. All funds must be expended within the purpose areas. Describe the source and the amount of the matching funds.

Limitations on the Use of Funds

- JAIBG funds cannot be used to supplant state or local funds. They must increase the amount of funds that would otherwise be available from state and local sources.
- No grant expenditures for construction (except purpose area #1), purchase/lease of vehicles, or any expense unrelated to the project.
- No grant expenditures for out-of-state conference fees, out-of-state travel, or out-of-state lodging, without prior written approval from the Executive Office of Public Safety Programs Division.
- No expenditures for consultants or trainers which exceed \$450 per day for an eight hour work day, without prior written approval from the Executive Office of Public Safety Programs Division. Written justification must be submitted by subgrantee.

Responsibilities of Awardees

Funding of your JAIBG program will be contingent upon your compliance with subgrant conditions and the following:

- Your capacity to provide ongoing evaluative results of project activities;
- Your satisfactory and timely completion of program reports, which will be submitted to the EOPS Programs Division four times (quarterly) per year. These reports, which will be forwarded to you,

will be designed to measure progress in meeting your stated goals and objectives, and expenditure of funds. **It is imperative that quarterly reports be submitted by the specified due dates;** and

- Your cooperation with EOPS Programs Division staff who are conducting monitoring site visits for all EOPS-administered programs.

Submission Requirements

Applications must be submitted using the format set forth within this grant application packet. Please note that the signed Certifications Regarding Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-Free Workplace must be attached to your grant application. An **ORIGINAL** and **THREE COPIES** of the application must be **received** no later than **5:00 p.m. on Friday, June 2, 2000**. Applications may be mailed/delivered to:

Executive Office of Public Safety Programs Division
One Ashburton Place, Room 2110
Boston, MA 02108
Attention: Lynn M. Wright, Director of Juvenile Programs

**Executive Office of Public Safety
Juvenile Accountability Incentive Block Grant Application**

1. Applicant: _____

Address: _____

2. District Attorney: _____

Signature

Date

3. Financial Officer: Name _____

Address _____

Telephone _____ **Fax** _____

4. Grant Period: October 1, 2000 - September 30, 2001

5. Project Director: Name _____

Title _____

Address _____

Telephone _____ **Fax** _____

e-mail _____

6. Project Name: _____

7. Budget:

a. Federal Amount Requested: _____

b. Cash Match Amount: _____

c. Total Project Cost: _____

1. Past Progress

(Two Page Limit)

2. Program Description
(One Page Limit)

Purpose Area #:

3. Justification
(Two Page Limit)

Purpose Area #:

4. Goals and Objectives
(Two Page Limit)

Purpose Area #:

Goal #1:

Objective #1:

Objective #2:

Objective #3:

Goal #2:

Objective #1:

Goals and Objectives (cont.)

Objective #2:

Objective #3:

Goal #3:

Objective #1:

Objective #2:

Objective #3:

5. Implementation Plan and Timeline

(One Page Limit)

Purpose Area #:

6. Evaluation

(One Page Limit)

Purpose Area #:

7. Budget Narrative
(One Page Limit)

Purpose Area #:

8. Budget Formulation Worksheet

Purpose Area #:

CATEGORY	FEDERAL	MATCH	TOTAL
Personnel			
Fringe			
Contract Services			
Travel			
Office & Administration Expenses			
Equipment			
Indirect Costs			
Other Expenses			
Total Expenditures			

◆ Please provide budget narrative and breakdown for each line item above.